

Administrative Clerk – Highway, Water, Sewer

Recommended Minimum Qualifications:

Education, Training and Experience: High school education; and two years of experience in general accounting or bookkeeping work; municipal experience preferred; or any equivalent combination of education and experience.

Candidate must be able to work independently and take initiative in executing all the department services and must be skilled in Microsoft Word and Excel. Experience with Munis Software preferred. Ability to maintain financial records and prepare specific reports and to establish and maintain effective working relationships with town officials, the public and others as well as good customer skills. Salary: \$21.05 an hour.

Applications may be picked up and returned at Town Hall, 32 Main Street, Ashburnham, MA, Mon-Thurs 8:00 a.m. to 4:00 p.m. Interested candidates may submit a cover letter and resume no later than Wednesday, August 24, 2016 to Sylvia Turcotte, Executive Assistant to the Town Administrator, Town Hall, 32 Main St., Ashburnham, MA 01430 or via email sturcotte@ashburnham-ma.gov. Any questions, please call Sylvia at 978-827-4100 ext. 109. Ashburnham is an EEO/Affirmative Action Employer.